

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1624802

Vendor Name: School Management and Record Tracking I

Invoice Number: 79345

Invoice Date: 5/1/2023

PO Number:

Check Number: 0311565

Check Amount: \$ 3,576.00

Check Date: 05/08/2023

Voucher Number: V0784418

Document Type: AP Invoice

Document Below



10645 N. Tatum Blvd. C200-531
Phoenix, AZ 85028
480-744-0050
Accounting@OnlineSMART.net
www.OnlineSMART.net

Bill To
College of DuPage
Attn Ellen M Roberts
425 Fawell Blvd
Glen Ellyn, IL 60137

Ship To
College of DuPage
Attn Ellen M Roberts
425 Fawell Blvd
Glen Ellyn, IL 60137

Date 5/1/2023

Due Date 5/1/2023

Terms Due on rece...

Invoice # 79345

Item	Description	Qty	Rate	Amount
OS License Subscription	Portal.OnlineSMART Monthly License Subscription	12	199.00	2,388.00
ST License Subscription	SMARTTime Monthly License Subscription	12	99.00	1,188.00

Subtotal \$3,576.00

Sales Tax (0.0%) \$0.00

Total \$3,576.00

Payments/Credits \$0.00

Balance Due US\$ **\$3,576.00**

This invoice references and is in connection with the Master Application Service Provider Agreement (MASPA) and General Terms and Conditions (GT&C) collectively known as the "Agreement," and previously executed by the Customer. As disclosed in the Agreement payments for Goods and Services and License Subscription are non-refundable after Effective Date (as shown in the MASPA). To change or withdraw permission for the account on file written notice must be provide to Accounting@Onlinesmart.net a minimum seven (7) days prior to the first day of the month. An active credit card must remain on file while in current term. All payments shall be made in U.S. dollars. Goods and Services are due on receipt and License Subscription are due by the 1st of each calendar month and owed until end of Term. The customer is responsible for sales tax (if applicable). Any unpaid License Subscription fees shall bear interest at the rate of 1.5% per month or part thereof, or, if less, the maximum amount allowed by Applicable Law, until paid. If full payment has not been received by SMART within 10 days after the due date, SMART reserves the right to immediately suspend access to the SMART System and may also require a User Reactivation fee of \$50.00. Suspension of access to the SMART System for non-payment does not suspend the obligation to pay, or the accrual of, and additional License Subscription fee payments on an ongoing basis.

The Agreement requires a 12-month term commitment, which will continue and automatically renew on a 12-month recurring term commitment, with each renewal commencing in the ensuing calendar year from *Effective Day **MAY 1ST** (unless SMART expressly agrees in writing to renewal on a monthly basis) (in either case, a "Renewal Term"), set forth on the Agreement. For termination Customer must provide written notice to Accounting@OnlineSMART.net of its intent to terminate at least 30-days in advance of Renewal Term; however, Customer is required to pay remainder of the License Subscriptions until end of current Term, and all amounts due and owing before termination is effective, unless otherwise identified in the Agreement. Terms and Conditions can be found at OnlineSMART.net for convenience purposes.

[External] Attn SMART Customer Monthly Subscription Invoice 79345

Accounting <Accounting@OnlineSMART.net>

Thu, Feb 2, 2023 at 07:02 PM UTC

CC: Roberts, Ellen <roberts@cod.edu>

BCC:

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

School Management and Record Tracking, Inc.

Invoice Due: 05/01/2023
79345

Amount Due: **\$3,576.00**

Dear Ellen,

Your invoice-79345 for 3,576.00 is attached. Please note payments are due by May 1 2023.

*If you would like to switch to AutoPay feature please complete this Adobe Sign link: <https://na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbIqZhADho2Abv0bCyZbMoRAcxzTUWvHLhVuGXhl0YTs64hMuK71ywMaCrcUBlu>

Otherwise please mail checks to:

SMART (School Management & Record Tracking, Inc.)
10645 N Tatum Blvd Ste C200-531
Phoenix, AZ 85028

Sincerely,

Accounting@onlineSMART.net
480-744-0050

[View & Pay Invoice](#)

1 attachment

Inv_79345_from_School_Management_and_Record_Tracking_Inc._1338501_10988.pdf

From: [Sekerka, Joyce](#)
To: [Roberts, Ellen](#); [Dulceak, Tracey](#); [Humphrey, Vera](#)
Cc: [Carlson, Brian](#); [Meyers, Timothy](#)
Subject: RE: Urgent Request FW: Attn SMART Customer Monthly Subscription Invoice 79345
Date: Friday, May 5, 2023 1:09:00 PM
Attachments: [image002.png](#)

Hi Ellen,

This vendor is set-up to pay via check.

Tracy/Brian,

Do you have a contact that we can send our ACH instructions to so that they can set up and get paid electronically?

Thanks,
Joyce

Joyce Sekerka
Accounts Payable Supervisor
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137-6599
630-942-2293
Email: sekerkaj@cod.edu



From: Roberts, Ellen <roberts@cod.edu>
Sent: Friday, May 5, 2023 12:58 PM
To: Dulceak, Tracey <dulceakt@cod.edu>; Humphrey, Vera <humphreyv@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>
Cc: Carlson, Brian <carlsonb1484@cod.edu>; Meyers, Timothy <meyerst@cod.edu>
Subject: RE: Urgent Request FW: Attn SMART Customer Monthly Subscription Invoice 79345

Good afternoon,

I approve this to be paid as soon as possible. Can it be paid via ACH immediately?

Thank you,

Ellen

Ellen M. Roberts
Vice President, Administrative Affairs
College of DuPage
425 Fawell Blvd.
Glen Ellyn, IL 60137
roberts@cod.edu
630-942-2218

From: Dulceak, Tracey <dulceakt@cod.edu>
Sent: Friday, May 5, 2023 12:44 PM
To: Roberts, Ellen <roberts@cod.edu>; Humphrey, Vera <humphreyv@cod.edu>
Cc: Carlson, Brian <carlsonb1484@cod.edu>; Meyers, Timothy <meyerst@cod.edu>
Subject: FW: Urgent Request FW: Attn SMART Customer Monthly Subscription Invoice 79345
Importance: High

Good afternoon Ellen,

We are requesting an emergency payment for the SMART software as it was missed to renew the contract, we have now been locked out of the system. This software is urgent as it is for tracking the hours of the Cosmetology students per state law, and we must also provide their hours for them on a monthly basis. I was initially requesting approval to use the p-card so we are able to have immediate access. I have included the string of emails below. Since we were not approved to use the card, would we be able to request a check to be run next week? It would of course be most beneficial if we could use the card, as we are nearing the end of the semester and hours are due for transcripts to be run.

Please let me know and thank you for any help you can provide!

Thank you,

Tracey Dulceak

Program Support Specialist; Cosmetology, Culinary Arts,
Hospitality, Travel & Tourism & Photography
Arts, Communication & Hospitality Division
College of DuPage – McNinch Arts Center 294
425 Farrell Blvd. | Glen Ellyn, IL 60137-6599
630-942-2514

From: Dulceak, Tracey

Sent: Friday, May 5, 2023 12:34 PM

To: Sekerka, Joyce <sekerkaj@cod.edu>; Carlson, Brian <carlsonb1484@cod.edu>; Dobersztyn, Theresa <dobersztyn@cod.edu>

Cc: Meyers, Timothy <meyerst@cod.edu>

Subject: RE: Urgent Request FW: Attn SMART Customer Monthly Subscription Invoice 79345

Importance: High

I do have a couple of questions, and I will route to Ellen for approval..

The account is about \$2 under the amount due.. what do we do in that case.

How do we see who the alerts were going to? I would like to know for my own sake, if it is something that I missed as I do receive alerts for the other Meevo software.

Thank you,

Tracey Dulceak

Program Support Specialist; Cosmetology, Culinary Arts,
Hospitality, Travel & Tourism & Photography
Arts, Communication & Hospitality Division
College of DuPage – McNinch Arts Center 294
425 Farrell Blvd. | Glen Ellyn, IL 60137-6599
630-942-2514

From: Sekerka, Joyce <sekerkaj@cod.edu>

Sent: Friday, May 5, 2023 12:17 PM

To: Carlson, Brian <carlsonb1484@cod.edu>; Dobersztyn, Theresa <dobersztyn@cod.edu>; Dulceak, Tracey <dulceakt@cod.edu>

Cc: Meyers, Timothy <meyerst@cod.edu>

Subject: RE: Urgent Request FW: Attn SMART Customer Monthly Subscription Invoice 79345

Hi Brian/Tracey,

Also, this invoice is in Jonita Ellis' approval queue in Concur, since it was routed to Perkins Grant fund GL that it was paid out of last time.

I will need to know what GL code to move it to your queue, and have Ellen Robert's approval e-mail to attach so we can pay it right away.

Thanks,

Joyce

Joyce Sekerka
Accounts Payable Supervisor

College of DuPage

425 Fawell Blvd.

Glen Ellyn, IL 60137-6599

630-942-2293

Email: sekerkaj@cod.edu



From: Carlson, Brian <carlsonb1484@cod.edu>

Sent: Friday, May 5, 2023 11:56 AM

To: Dobersztyn, Theresa <dobersztyn@cod.edu>; Dulceak, Tracey <dulceakt@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>

Cc: Meyers, Timothy <meyerst@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>

Subject: RE: Urgent Request FW: Attn SMART Customer Monthly Subscription Invoice 79345

Hi Theresa and Joyce,

We are at a difficult position right now since we cannot utilize this service, which is required for our program. It seems that the system did not prompt us for renewal, which is part of the reason for the lapse. Any support you can provide due to this unique circumstance is appreciated, as we have current classes and summer classes beginning shortly afterward that need access to this system.

Thanks,

-Brian

--

Brian Carlson, Ed.D.

Dean | Arts, Communication and Hospitality



425 Fawell Blvd. Glen Ellyn, IL 60137

MAC 219A

630-942-3105

carlsonb1484@cod.edu

From: Dobersztyn, Theresa <dobersztyn@cod.edu>

Sent: Friday, May 5, 2023 11:49 AM

To: Dulceak, Tracey <dulceakt@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>

Cc: Carlson, Brian <carlsonb1484@cod.edu>; Meyers, Timothy <meyerst@cod.edu>; Sekerka, Joyce <sekerkaj@cod.edu>

Subject: RE: Urgent Request FW: Attn SMART Customer Monthly Subscription Invoice 79345

Importance: High

Hi Tracey:

I can't authorize using a pcard to pay for this service when the vendor accepts other forms of payment, which is the purpose of the pcard. If a new contract is required, this needs to be executed before a payment can be made. I am adding Joyce Sekerka in AP here to determine what happened to this invoice and to work with her in trying to get this vendor paid ASAP.

Going forward, if there is a contract is ESM Contracts, the system will notify you 30, 60 and 90 days out before the contract expires.

Theresa F. Dobersztyn, C.P.M., CPPB

Manager-Procurement Services



425 Fawell Blvd. | IRC 1001 | Glen Ellyn, IL 60137-6599

T: (630) 942-4535 | dobersztyn@cod.edu

From: Dulceak, Tracey <dulceakt@cod.edu>

Sent: Friday, May 5, 2023 11:16 AM

To: Dobersztyn, Theresa <dobersztyn@cod.edu>

Cc: Carlson, Brian <carlsonb1484@cod.edu>; Meyers, Timothy <meyerst@cod.edu>

Subject: Urgent Request FW: Attn SMART Customer Monthly Subscription Invoice 79345

Importance: High

Hi Theresa,

We are hoping for approval to pay for this invoice with the p-card as it was missed to renew the contract and we have now been locked out of the system. It is urgent as it is for tracking the hours of the Cosmetology students per state law, and we must also provide their hours for them on a monthly basis. I am also unsure if I have the available funds on the p-card at this time, so I may need to ask for a one time permission there as well. Please let me know and thank you for any help you can provide!

Thank you,

Tracey Dulceak

Program Support Specialist; Cosmetology, Culinary Arts,

Hospitality, Travel & Tourism & Photography

Arts, Communication & Hospitality Division

College of DuPage – McNinch Arts Center 294

425 Fawell Blvd. | Glen Ellyn, IL 60137-6599

630-942-2514

From: Accounting <Accounting@OnlineSMART.net>

Sent: Thursday, May 4, 2023 1:59 PM

To: Dulceak, Tracey <dulceakt@cod.edu>

Subject: RE: [External] FW: Attn SMART Customer Monthly Subscription Invoice 79345

Tracey,

To dive deeper into this balance. We have been attempting to make contact for the past 3 months by phone or email so that the system access would not be effect. We are unaware what a new contract requires and or time related to that process. Access to the system is automatic when related to account balances and or dues. The invoice provide does have the option (button) to Pay Now via ACH or Credit Card, if immediate access is required.

We will work diligently to resolve this matter!

Sincerely,

Accounts Department
Accounting@OnlineSMART.net



From: Dulceak, Tracey <dulceakt@cod.edu>
Sent: Thursday, May 4, 2023 11:18 AM
To: Accounting <Accounting@OnlineSMART.net>
Subject: RE: [External] FW: Attn SMART Customer Monthly Subscription Invoice 79345

Good afternoon,

Thank you for sending this. I am checking into it. Is there any way we are able to have access to the system while we work this out on our end? It looks like it needs to have a new contract... please let me know.

Thank you,

Tracey Dulceak

*Program Support Specialist; Cosmetology, Culinary Arts,
Hospitality, Travel & Tourism & Photography
Arts, Communication & Hospitality Division
College of DuPage – McNinch Arts Center 294
425 Farwell Blvd. l Glen Ellyn, IL 60137-6599
630-942-2514*

From: Accounting <Accounting@OnlineSMART.net>
Sent: Thursday, May 4, 2023 9:49 AM
To: Dulceak, Tracey <dulceakt@cod.edu>
Subject: [External] FW: Attn SMART Customer Monthly Subscription Invoice 79345

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

Hello,

Please see the invoice below.

Sincerely,

Accounting@OnlineSMART.net
800-245-5230



From: Accounting
Sent: Tuesday, April 4, 2023 12:22 PM

To: invoicing@cod.edu

Cc: roberts@cod.edu

Subject: Attn SMART Customer Monthly Subscription Invoice 79345

School Management and Record Tracking, Inc.

Invoice Due: 05/01/2023
79345

Amount Due: **\$3,576.00**

Dear Ellen,

Your invoice-79345 for 3,576.00 is attached. Please note payments are due by the first of the month.

*If you would like to switch to AutoPay feature please complete this Adobe Sign link:

https://na4.documents.adobe.com/public/esignWidget?wid=CBFCIBAA3AAABLbIqZhADho2Abv0bCyZbMoRAcxzTUWwHLhVuGXhI0YTs64hMuK71ywMaCrcUBluQ8gf9PLU*

Otherwise please mail checks to:

SMART (School Management & Record Tracking, Inc.)
10645 N Tatum Blvd Ste C200-531
Phoenix, AZ 85028

Sincerely,

Accounting@onlineSMART.net
480-744-0050

[View & Pay Invoice](#)